

# Commonwealth of Kentucky - Vacancy Notification

**As of Monday, March 13, 2006  
An Equal Opportunity Employer M/F/D**

Each year the Personnel Cabinet receives a large number of applications from employees and citizens of the Commonwealth. Depending on the workload, there may be a delay in processing applications. The Personnel Cabinet prioritizes applications and requests to be placed on registers as follows: 1st Walk-in applicants, 2nd phone inquiries, 3rd mail-in, e-mail and faxed applications. Based on the workload there is no guarantee that an individual submitting an application will be placed on the register by the advertised closing date.

No counseling or testing services on Tuesdays. Open for counseling and testing Monday, Wednesday, Thursday, and Friday of each week except on official state holidays.

NOTE: Some positions are advertised on a statewide, regional or district basis. To determine such, read the agency comments section of this ad which will list the work counties in which an individual will be required to work, if the position is to be filled on a statewide, regional or district basis. If such is the case, you must list at least one of the work counties on your application as one of your counties of availability.

Announcement Number:	0699
Date Posted:	03-07-2006
Closing Date:	03-27-2006
Class Title:	VOC REHAB PROGRAM SPEC I
Agency:	51-531 Education - Workforce Development Office of Sec
Agency Request:	4713
Pay Grade & Salary Range:	12 \$2290.28-\$3034.04 MONTHLY
Special Entrance	

Rate:	
Location:	FAYETTE
# To be Hired/Type of Appt:	01 / FULL-TIME
Selection Method:	QUAL
Vacancy Special Requirements	THIS POSITION FUNCTIONS AS A COUNSELOR FOR THE DEAF PROVIDING VOCATIONAL REHABILITATION SERVICES TO CONSUMERS WHO ARE DEAF AND USE SIGN LANGUAGE.
Agency Comments	CONTACT PERSON: RENEEM.REDDING@KY.GOV OR 564-3548
Characteristics of the Class:	Under supervision, gains skills to perform professional level vocational rehabilitation functions such as vocational or technology assessments, rehabilitation technology, rehabilitation instruction, personal adjustment, job development and job placement functions, basic public relations functions, supported employment and/or vocational evaluation; OR Under supervision performs as a novice counselor, providing basic vocational rehabilitation caseload duties such as collecting information and making recommendations for determining eligibility, plan development and implementation; and performs other duties as required.
Minimum Requirements:	
Education:	Graduate of a college or university with a bachelor's degree in rehabilitation, rehabilitation teaching or therapy, guidance and/or counseling, psychology,

	sociology, orientation and mobility, social work, special education, education with emphasis in vocational counseling or a related field.
Experience:	None
Substitution Education:	None
Substitution Experience:	None
Other Substitution Information:	
Special Requirements:	None
Post Employment Requirements:	None
Examples of Duties and Responsibilities:	<p>At the entry level works directly with consumers to assess needs. Recommends training hours and learns to provide training in skilled areas to persons with disabilities. Learns to provide training in personal adjustment, recreation, adult basic education, Braille, Orientation and Mobility, adapting to assistive technology, etc., in a community-based environment or under a regionalized model. Becomes familiar with administering diagnostic testing and other screening devices. Provides documentation, for supervisors approval, as to consumer's skill levels and ability to perform skills needed for rehabilitation, training or to gain independence leading to employment. Gains skills to assess consumer's readiness for employment or rehabilitation technology. Works with consumer to teach recommended skills. Coordinates services with vendors, counselors and other service</p>

	<p>providers. With guidance, develops individual plans including vocational training, technical aids and devices, transportation and other necessary vocational rehabilitation services. Gains skills so as to recommended training or employment area of interest to consumers is consistent with the unique strengths, resources, priorities, concerns, abilities, and capabilities of the eligible individual. Provides expertise to business and industry. Learns to serves as a trainer so as to work with consumers individually and in group settings and provides input to rehabilitation management on program goals, objectives and accomplishments. Under close supervision of a Rehabilitation Branch Manger and/or counselor mentor, serves as a novice counselor providing beginning level counseling services such as collecting information to determine eligibility, plan development and implementation. With manager's approval, initiates services and enters data into case management system. Travels assigned area to take referrals, counsel consumers and provide vocational rehabilitation services.</p>
Typical Working Conditions & Unique Physical Requirements:	<p>Work is performed primarily in an office setting. Occasional travel will be required to coordinate services between customers and the agency.</p>
<p>State employees will receive credit for supervisory, professional administrative or management experience for selected positions as indicated below if required as part of the minimum qualifications for a particular job for which they are applying. One year of supervisory credit experience for the successful completion of the Certificate of Management</p>	

Fundamentals Course and two years of professional administrative or management experience for the successful completion of the Certified Public Manager Program offered by the Office of Government Training. CPM certification will NOT substitute for the minimum professional or technical education or experience required in such classes as attorneys, engineers, nurses, architects, environmental or forensic scientists, etc.

**Please Note:** If you are interested in this or any vacant merit position listed on this site, please include the Class Title and the counties in which you are willing to work on the application form. To ensure that you are considered, you must complete your application and pass the appropriate selection method (Written Exam, T&E Rating, or Qualify) and rank in the top 5 scores prior to the date the register is to be issued.

Occasionally, postings may be voided and removed due to agency error when listing the vacancy and/or a change in priorities such as a reorganization, promotion, demotion, or a lateral transfer, etc. If a new register is requested for the same position within 30 days of filling the original register request due to agency error or a change in priorities, it will be refilled without advertisement.

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These vacancies are posted for a limited time and are updated on a daily basis. To obtain a copy of the current [Employment Application Form](#) (MSWord - 740 KB) or the [Application Update Form](#) (MSWord - 237 KB) click on the appropriate form. (These forms are in Microsoft Office Word Format.) All applications must be signed. Under Kentucky State Law, an electronic signature (i.e., or typed name) will substitute for your written signature.

**Note:** If your application includes a position associated with an announcement it will be processed as soon as possible depending upon work load. However, Registers will be filled on the closing date listed on the announcement. The submission of an application with an announcement number and closing date is not a guarantee of placement on a register by the closing date on the announcement.

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